


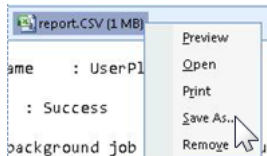
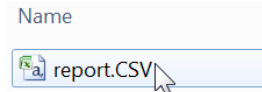
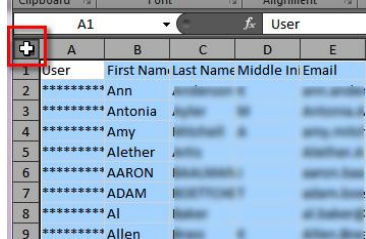
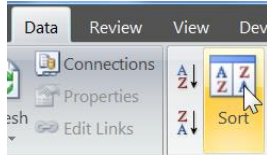
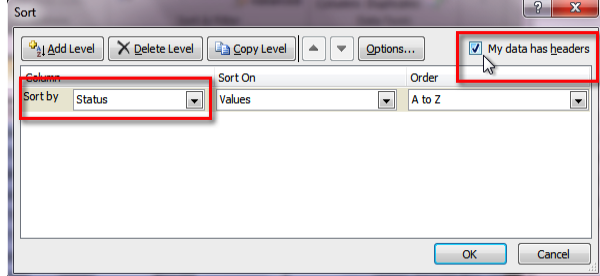
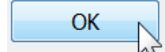
Notes

Be sure to check the date in the upper right hand corner to make sure you are using the latest version of this job aid.

Analyzing User Plan Status Report CSV Files

CSV data from the **User Plan Status Detail Report** shows the status of each employee's IDP plan. Please refer to the job aid titled **Running the User Plan Status Report** to learn how to create the report data. Those job aids shows you how to create a weekly recurring report that is emailed to your USDA email account.

This job aid walks you through the steps of organizing the data in Excel so that you can identify which users have plans in a Submit Pending or Active Approved status and which users have still not created a plan or have yet to submit it to their supervisor for approval.

Step	Activity	View
1.	Open your email from AgLearn.System@ocio.usda.gov with the title Recurring Report Job Notification .	
2.	Right-click the attachment, choose Save As , then save the file to your PC.	
3.	Locate the file on your computer; then double-click the file to launch Excel and open the file.	
4.	Click the upper left corner of the work sheet to select the entire sheet.	
5.	From the Data ribbon, click the Sort icon.	
6.	Check the My data has headers check box; then choose Status from the Sort by list.	
7.	Click OK .	

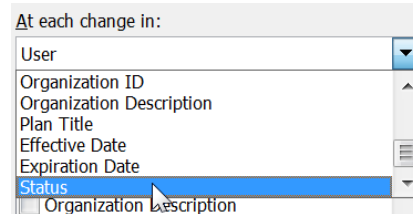
Notes

Analyzing User Plan Status Report CSV Files

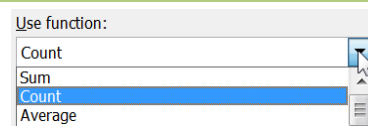
8. Click the **Subtotal** icon.



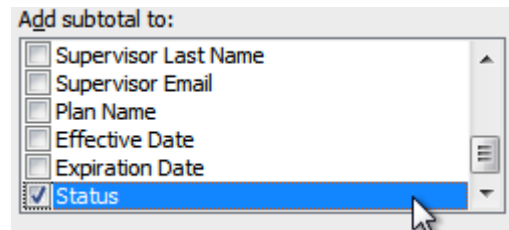
9. From the **At each change in** drop-down list, choose **Status**.



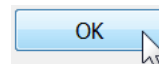
10. From the **Use function** drop-down list, choose **Count**.



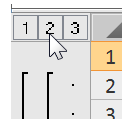
11. Make sure the **Status** check box is selected.



12. Click **OK**.



13. On the far left side of the screen, click the **2** sub-total icon.



14. Note that your subtotals appear on the right side of your screen.

Approved Count	47
Draft/Rejected/Expired Count	109
No Plan Count	2495
Submitted For Approval Count	25
Grand Count	2676

15. Click the **+** signs to expand the list of categories.

